



CITY OF NEW BEDFORD

“CITIWORKS” COMMUNITY IMPROVEMENT PROGRAM

OVERVIEW

CITIWORKS is a neighborhood-based program that designed to encourage grass roots projects that improve the physical environment and quality of life in New Bedford’s neighborhoods. Up to \$2,000 will be awarded to neighborhood groups and community organizations for community improvement projects.

PROGRAM DESCRIPTION: This program provides matching seed grants of up to \$2,000 to neighborhood and community organizations. The grants must be used to plan and implement projects that improve the quality of life of people living in low and moderate-income neighborhoods throughout the City of New Bedford. Awardees are strongly encouraged to come up with a match equal to at least 25% the project cost. The match may be in the form of cash, volunteer labor, donated professional services, donated materials or supplies, and/or borrowed equipment. The match must be documented and certified at the time of application.

PROGRAM GOALS

- To promote healthier, safer and cleaner neighborhoods
- To improve neighborhood appearance
- To encourage neighborhood residents to participate
- To demonstrate collaboration with community groups and organizations
- To develop leadership within the neighborhood
- To enhance partnerships between community organizations and the City

ELIGIBLE ACTIVITIES

- Neighborhood physical improvements such as trees, community gardens, gateway signs, and projects that address neighborhood preservation, blight, safety, and/or security.

ELIGIBLE GROUPS - Program users must have 501(c)3 designation or work with a group with said designation.

- Neighborhood / community groups
- Youth, parent or senior groups
- Volunteer groups
- Neighborhood Watch groups
- Schools/School-based groups

INELIGIBLE GROUPS

- Religious institutions, with certain exceptions
- Private and for-profit businesses and corporations
- Individuals

An initiative of:



1. Deadlines are firm. Applications may be submitted to the Office of Housing and Community Development (OHCD) by 12:00 pm, on: **April 12, 2013**

2. Notification. Within 15 working days of the application deadline, applicants are notified of award decisions and specific conditions if any need to be met prior to execution of grant agreement.

3. Contracting. Until such time the funding agreement is signed by all parties, the City has no responsibility to reimburse the applicant for any costs incurred prior to the execution of the contract.

4. Funding Source: HUD
Community Development Block Grant Program (CDBG)

5. Application Assistance Contact:
Office of Housing and Community Development, 608 Pleasant Street, New Bedford, MA

Tel: 508.979.1581

ELIGIBILITY REQUIREMENTS: All activities must meet all Community Development Block Grant (CDBG) guidelines and regulations established by the Department of Housing and Urban Development (HUD), and other local restrictions established by the Office of Housing and Community Development. Citiworks funding recipients may not discriminate, encourage, or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Only one grant award per agency.

PROGRAM APPLICATION

I. Eligible Neighborhoods and Beneficiaries

Any low to moderate income neighborhood within the city limits of New Bedford will be eligible. Participants who benefit from the activities of a funded CITIWORKS grant must reside within the city limits of New Bedford and the project location must be within a low and moderate income area of the city. In addition, agencies that provide direct services to low and moderate income clients can also qualify for a grant. Please contact the OHCD if you have any questions regarding program eligibility.

II. Eligible CITIWORKS Projects

- ☒ Landscaping and beautification projects
- ☒ Tree planting
- ☒ Community gardens
- ☒ Neighborhood signs

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Project sites can be privately owned land, memorial squares, cemeteries, parks, playgrounds, school grounds, existing community gardens, and areas of public access in eligible census tracts. **All project sites must be open and accessible to all neighborhood residents. In most instances, projects located on city owned vacant land will not be eligible for this program.**

- ☒ Must provide a targeted community benefit in a designated low and moderate income neighborhood.
- ☒ Activities must be implemented within the city limits of New Bedford.
- ☒ Must involve neighborhood people in the identification, planning, or execution of the proposed activity.
- ☒ Must comply with all applicable local and federal health, safety, and legal regulations.
- ☒ Projects should be designed to provide a benefit to the broader community rather than to individuals.

If you have a project idea for a specific municipally owned lot, you may contact the Office of Housing and Community Development to discuss it. Contingencies and restrictions apply to projects in this category

Ineligible expenditures, generally includes but is not limited to:

- ☐ Salaries or wages, direct or indirect administrative costs
- ☐ Professional services or consultant fees
- ☐ T-shirts , Office equipment , Computers and software

- ⊗ Gas allowance for volunteers , Stipends or items given away to individuals
- ⊗ Entertainment

The Office of Housing and Community Development the right to deem ineligible any activity it believes is not appropriate or incongruent for funding under the CITIWORKS program.

Project Selection Criteria

CITIWORKS funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification and safety, and other innovative programs that contribute to the enhancement of community life.

Approval Process

There is no minimum grant award. Applications are submitted to the Office of Housing and Community Development (OHCD) for review and approval, Community Development staff will make a preliminary determination that the proposed project is eligible and that the application meets the minimum requirements for completeness and timely submission.

Competitive Rating Process

Your application will be reviewed and rated.

Awards are based on:

- 1. Project Quality.** Project is well planned and ready to proceed. Budget is realistic and well thought out. **40 points**
- 2. Neighborhood Participation.** Application demonstrates significant neighborhood involvement in selecting, planning, and carrying out the proposed project. **20 points**
- 3. Neighborhood Match.** Minimum requirement for match is met and applications shows match is secured and ready to be expended. **20 points**
- 4. Community Benefit.** Project activities are a good approach to a recognized neighborhood issue. **20 points**

Grant Agreements

Grant recipients, will be required to enter into a contractual agreement with the City of New Bedford in order to receive a CITIWORKS grant award. The grant agreement will contain the federal requirements and will also contain the program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements. The signature of the Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

No funds will be disbursed until both the organization and the City have signed the contract. **No reimbursement for expenses of projects which occur prior to entering into a written contract will be honored.**

Fiscal Agent. Applicants without the capacity to receive advanced funds for reimbursable activities may be asked to work with a fiscal agent. The applicant may, therefore, be different than the project's contractor for funds.

City Disclaimer: The City reserves the right to revise CITIWORKS program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

APPLICATION

Date: _____
Organization Name: _____
Project Name: _____
Project Address: _____

Organization Address: _____

Telephone #: _____ Fax #: _____
Email Address: _____

Employer (IRS) ID #: DUNS #:

Contact Name: _____ Title: _____
Contact Telephone #: _____ Fax #: _____
Contact Email: _____

PROJECT FUNDING REQUEST

CD Funds Requested \$ Funding Leveraged from other Sources \$

BRIEF PROJECT DESCRIPTION:

(Your narrative should include who, what, when, where, why, and how)

Project Goal(s) and Objective(s):

(Objectives must be specific, measurable, achievable, realistic, and time-bound)

Time Frame for Beginning and Completing Project:

What community need will this project address?

How will the community be involved in the implementation of the project?

Location of Activity. (State specifically where your project will take place, using boundaries or street addresses).

Describe any past projects or related experience that demonstrates your organizations ability to carry out this project.

Neighborhood Project Leveraged Resources

(List your budget for this project in detail. Show a breakdown of individual items. Show matching funds AND SOURCE where appropriate. (Specify which items are to be funded through CITIWORKS grant and identify other funding sources).

BUDGET SUMMARY

Category Breakdown	CDBG	Leveraged Funds	Source of Leveraged Funds	Total Funds
1. Materials and Supplies				
2. Vendors				
3. Other				
Total CDBG Request				
Total Other Funds				
Grand Total				\$

Applications must be signed by the applicant. Applications submitted by non-profit organizations must contain the signatures of the Executive Director and the board chair. If your signature is not legible, then also write the name(s). My signature indicates that I have read the program guidelines and am willing and capable of compliance.

Exec. Director or Applicant Board Chair